

Message

From: McGill, Thomas [Mcgill.Thomas@epa.gov]
Sent: 2/28/2020 3:36:21 PM
To: Calli, Rosemary [Calli.Rosemary@epa.gov]; Laycock, Kelly [Laycock.Kelly@epa.gov]
Subject: FW: Huddle Papers and Information for Mondays
Attachments: 080718 RA Issue Paper Guidelines.docx; RA Brief- assumption- 02-28-2020.docx

I just received the format for the huddle papers per Erica's email below. I made some formatting changes to the huddle paper that you shared yesterday and also used my email to Kathy from earlier this week as the basis for language that I used in the "Critical Messages" section. I need to send this to Erica by noon, so if you have any comments on the attachment please share those before 11:30. Thanks, Tom

From: Jones, Erica <Jones.Erica@epa.gov>
Sent: Friday, February 28, 2020 8:30 AM
To: McGill, Thomas <Mcgill.Thomas@epa.gov>
Subject: FW: Huddle Papers and Information for Mondays

I apologize for the oversight!

From: Jones, Erica
Sent: Wednesday, February 26, 2020 11:22 AM
To: Thomas, Chris <Thomas.Chris@epa.gov>; Thomas, Chris <Thomas.Chris@epa.gov>; Brian Smith <Smith.Brian@epa.gov>; Tony Able (Able.Tony@epa.gov) <Able.Tony@epa.gov>
Cc: Becky Allenbach <allenbach.becky@epa.gov>
Subject: Huddle Papers and Information for Mondays

For Monday's Senior Staff meeting I will need Huddle Papers on the following topics. As long as these issues are relevant the huddle papers should be updated and sent to me every Friday at noon. I have attached the huddle paper template.

- Garner, NC – need paper
- High Mesa Petro – updates
- GA PFAS – need paper
- 404 Assumption – shorten in length, remove historical info, update

For Monday I also need bullet point updates on the following. Please update these weekly on Friday if there are changes.

- Grant numbers (In general. Number pending, number with MSD)
- Kampatche (final number of comments, what we are doing now, next steps, and outline of timeline)
- NDPES PQR reports status

I will be reaching out on Friday if there are any other updates I need.

Thanks,
Erica

Erica Jones | Special Assistant
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Cell: **Ex. 6 Personal Privacy (PP)**